

FY17 Title I Program Review - Required Actions Following Desk Audit

Chelmsford

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	District did not submit a parent involvement policy for each Title I served school. Only a district policy was submitted.	Submit a copy of the Title I parent/guardian involvement policy for each Title I school and a plan for evaluating its effectiveness.	10/6/2017
Data Collection & Management 4A-1: Highly Qualified Staff <p>All paraprofessional staff providing Title I services meet paraprofessional requirements in compliance with Title II-A requirements.</p> <p>Http://www.doe.mass.edu/nclb/title_ia.html</p>	EPIMS report lists Title I paraprofessionals as not meeting Title I paraprofessional qualification requirements.	Ensure that all instructional paraprofessionals meet or are working toward meeting local paraprofessional requirements.	N/A

FY17 Title I Program Review - Required Actions Following Desk Audit

Chelsea

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	<p>The district parent involvement policy was not submitted. School policies should be updated to remove outdated language related to NCLB.</p>	<p>Submit a copy of the district Title I parent/guardian involvement policy. Submit copies of updated school parent/guardian involvement policies for each Title I school.</p>	<p>10/6/2017</p>

FY17 Title I Program Review - Required Actions Following Desk Audit

Dover

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Opportunity & Equal Educational Access 5B-1: Non-Public School Outreach and Programming District consults with appropriate private school officials regarding services for eligible private school children.	District did not provide evidence that offers of consultation were received by private school officials at schools that eligible students attend.	Submit evidence of receipt of offers of consultation regarding FY18 program participation (2017-2018 school year) by officials at schools that eligible students attend.	10/6/2017

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4A-1: Highly Qualified Staff All paraprofessional staff providing Title I services meet paraprofessional requirements in compliance with Title II-A requirements. Http://www.doe.mass.edu/nclb/title_ia.html	There are no paraprofessionals listed on the EPIMS report, but there are paraprofessionals listed on the Title I personnel list.	Ensure that all instructional paraprofessionals meet or are working toward meeting local paraprofessional requirements.	N/A

FY17 Title I Program Review - Required Actions Following Desk Audit

Granby

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3A-1: Needs Assessment District conducts annual needs assessment for each Title I school (both schoolwide and targeted assistance programs) that includes data on achievement of children in relation to State academic content and achievement standards and input from parents and school and district staff. Needs assessment is used to determine type of programs and services to be provided to eligible students.	District did not submit a copy of the most current, dated summary of the district's procedure for assessing areas of greatest academic need.	Submit a summary of the needs assessment procedure that is used to determine best use of available resources, including supplemental Title I funding, for the 2017-18 school year.	10/6/2017
Program Design & Evaluation 3C-1: Plan Evaluation District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a program evaluation procedure or a written summary of the 2015-2016 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit written program evaluation procedure as well as program evaluation summary and findings report for the 2016-17 school year's Title I program.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Ipswich

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	Parent involvement policy for the district was not submitted.	Submit a copy of the Title I parent/guardian involvement policy.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Millis

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	The district did not submit a parent involvement policy for the district or for the Title I school. The document submitted refers to parents of students on an IEP. There is no mention of Title I.	Submit copies of parent/guardian involvement policies for the Title I-served school and for the district.	10/6/2017
Opportunity & Equal Educational Access 5B-1: Non-Public School Outreach and Programming District consults with appropriate private school officials regarding services for eligible private school children.	District did not provide evidence that offers of consultation were received by private school officials at schools that eligible students attend. Evidence submitted for only 2 out of the 7 schools listed on non-public form of FY17 application.	Submit evidence of receipt of offers of consultation regarding FY18 program participation (2017-2018 school year) by officials at schools that eligible students attend.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Monson

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3C-1: Plan Evaluation District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	While parent surveys were conducted, the district did not submit a written summary of the 2015-2016 school year Title I program evaluation for programming at Granite Valley Middle School, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of complete program evaluation summary and findings report for the 2016-17 school year.	10/6/2017

Required Action:

✓	Yes (see below)	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Fiscal Procedures 1F-1: Supplement not Supplant District has developed, implemented, and disseminated written supplement, not supplant policy and procedures. Administrators and appropriate staff demonstrate clear understanding of policy and procedures.	Supplement, not Supplant policy and procedures document does not include procedure for dissemination to Title I staff.	Submit revised, dated copy of the district's Supplement, Not Supplant policy and procedures document that contains necessary elements for the 2017-18 school year.	10/6/2017
Parent / Guardian Communications 2A-1: Report Card/Accountability Status/Right-to-Know <ul style="list-style-type: none"> District notifies parents/guardians of school and district accountability status District publishes and distributes annual report cards for district and all district schools District notifies parents of their right to know about teacher qualification requirements 	Evidence for this criterion was not provided.	1. Submit revised copy of report card cover letter that contains all federally required information to be used with the 2017 school report cards. 2. Submit signed assurance form ensuring the report cards were sent to families.	10/6/2017
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> District creates and distributes written district parent/guardian involvement policies Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	The document provided appears to be a compact, not a parent involvement policy.	Submit a copy of the Title I parent/guardian involvement policy.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Nahant

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-2: School-Parent Compacts <ul style="list-style-type: none"> District creates and distributes school-parent compacts School-parent compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired District updates school-parent compacts periodically after evaluating their effectiveness 	The compacts do not have a section for parent responsibilities.	Submit a compact with all the required components.	10/6/2017
Parent / Guardian Communications 2C-1: Parent/Guardian Outreach <p>Schools conduct meetings at least annually to inform participating parents/guardians about Title I programs. District and its schools provide materials and training to Title I parents to help them understand such things as:</p> <ul style="list-style-type: none"> The State's academic content standards and State student academic achievement standards; State and local academic assessments, including alternative assessments; The parental involvement requirements of section 1118; and How to monitor their child's progress and work with educators to improve the achievement of their child. 	Evidence for this criterion was not provided.	Submit evidence of parent/guardian involvement opportunities for each Title I-served school. Evidence can be comprised of meeting agendas, workshop flyers, and/or examples of materials and guidance provided.	10/6/2017
Parent / Guardian Communications 2C-2: Parent/Guardian Outreach <p>Districts and schools provide materials and training to help parents work with their children to improve their children's achievement.</p>	Evidence for this criterion was not provided.	Submit evidence of parent/guardian involvement opportunities for each Title I-served school. Evidence can be comprised of meeting agendas, workshop flyers, and/or examples of materials and guidance provided.	10/6/2017
Program Design & Evaluation 3C-1: Plan Evaluation <p>District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.</p>	Evidence for this criterion was not provided.	Submit copy of Title I program evaluation summary and findings report for the 2016-17 school year.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Nahant

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4B-1: Time and Effort <p>District maintains Time and Effort records for all Title I staff, documenting time spent on Title I activities.</p> <ul style="list-style-type: none"> • Full-time staff funded solely by Title I grant sign semi-annual certifications that they have been working solely in activities supported by Title I grant for indicated period. • Split-time staff funded partly by Title I grant document time spent on Title I and other activities. Time & Effort records account for total time for which employee is compensated. • Alternatively, split time staff who maintain a consistent work schedule or work on a single cost objective may sign semi annual certifications. • Staff receiving stipends through the Title I grant document amount paid and hours worked on Title I activities. 	<p>There were no time and effort records provided for the Title I staff member.</p>	<p>Submit appropriate, signed Time and Effort records for all Title I funded staff in the 2017-2018 school year.</p>	<p>10/6/2017</p>

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3E-1: Targeted Assistance Program Plans <p>District develops Targeted Assistance program plans that are coordinated with and support regular education program(s) in relevant schools. Title I staff must be integrated with regular instructional staff in all activities, and Targeted Assistance programs must:</p> <ol style="list-style-type: none"> 1. Use effective instructional methods and strategies that strengthen the core academic program of the school; 2. Use multiple, educationally related, objective criteria to identify children failing, or most at risk of failing, to meet the State's academic achievement standards (children in grades PK-2 selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures); 3. Give primary consideration to providing extended learning time for served students; 4. Provide an accelerated, high-quality curriculum; 5. Minimize the removal of children from the regular classroom during regular school hours. 	<p>The district's student selection criteria do not conform with program requirements. Notation of previous support, ELL and Special Education status or any other factors that assume need without current proof of it, cannot be used as weighted criteria for selection.</p>	<p>Submit revised student selection criteria sheets used per grade and subject served that conform with program requirements.</p>	<p>10/6/2017</p>

FY17 Title I Program Review - Required Actions Following Desk Audit

Pembroke

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	District did not submit a parent involvement policy for each Title I served school. Only a district policy was submitted.	Submit copies of parent/guardian involvement policies for each Title I-served school in the district.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Sherborn

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Opportunity & Equal Educational Access 5B-1: Non-Public School Outreach and Programming District consults with appropriate private school officials regarding services for eligible private school children.	District did not provide evidence that offers of consultation were received by private school officials at schools that eligible students attend.	Submit evidence of receipt of offers of consultation regarding FY18 program participation (2017-2018 school year) by officials at schools that eligible students attend.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Somerset

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3C-1: Plan Evaluation District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	District did not submit a written summary of the 2015-2016 school year Title I program evaluation, including indicators of impact on student achievement, strengths and weaknesses of the program, and subsequent program changes.	Submit copy of Title I program evaluation summary and findings report for the 2016-17 school year.	10/6/2017

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	The district is missing a parent involvement policy for the district as well as the Early Childhood Center.	Submit a copy of the district Title I parent/guardian involvement policy as well as the Early Childhood Center's policy.	10/6/2017
Parent / Guardian Communications 2C-1: Parent/Guardian Outreach <p>Schools conduct meetings at least annually to inform participating parents/guardians about Title I programs. District and its schools provide materials and training to Title I parents to help them understand such things as:</p> <ul style="list-style-type: none"> • The State's academic content standards and State student academic achievement standards; • State and local academic assessments, including alternative assessments; • The parental involvement requirements of section 1118; and • How to monitor their child's progress and work with educators to improve the achievement of their child. 	District submitted outdated notice to parent/guardians of Title I meeting.	Submit evidence of a dated notice to parents informing them of the annual Title I parent meeting for the 2017-18 school year.	10/6/2017
Parent / Guardian Communications 2C-2: Parent/Guardian Outreach <p>Districts and schools provide materials and training to help parents work with their children to improve their children's achievement.</p>	District did not submit evidence of parent meetings or documentation that demonstrates how the district helps parents understand how to monitor their child's progress and work with educators to improve the academic achievement of their child.	Submit evidence of parent/guardian involvement opportunities for each Title I-served school. Evidence can be comprised of meeting agendas, workshop flyers, and/or examples of materials and guidance provided.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Wakefield

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3A-1: Needs Assessment District conducts annual needs assessment for each Title I school (both schoolwide and targeted assistance programs) that includes data on achievement of children in relation to State academic content and achievement standards and input from parents and school and district staff. Needs assessment is used to determine type of programs and services to be provided to eligible students.	Based on documents provided, the district's procedure for assessing current needs is unclear.	Submit a summary of the needs assessment procedure that is used to determine best use of available resources, including supplemental Title I funding, for the 2017-18 school year.	10/6/2017
Program Design & Evaluation 3C-1: Plan Evaluation District evaluates Title I plan at least on an annual basis and makes necessary revisions to reflect substantial changes in direction of Title I program(s). Evaluation reflects accountability data for district and all Title I schools.	Based on documents provided, the district's procedure for evaluation of the Title I program's effectiveness is unclear.	Submit a copy of the written procedure used to evaluate the impact and effectiveness of the Title I program on an annual basis.	10/6/2017
Program Design & Evaluation 3E-1: Targeted Assistance Program Plans District develops Targeted Assistance program plans that are coordinated with and support regular education program(s) in relevant schools. Title I staff must be integrated with regular instructional staff in all activities, and Targeted Assistance programs must: 1. Use effective instructional methods and strategies that strengthen the core academic program of the school; 2. Use multiple, educationally related, objective criteria to identify children failing, or most at risk of failing, to meet the State's academic achievement standards (children in grades PK-2 selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures); 3. Give primary consideration to providing extended learning time for served students; 4. Provide an accelerated, high-quality curriculum; 5. Minimize the removal of children from the regular classroom during regular school hours.	Student selection criteria sheets and rank-ordered selection lists were not provided.	Submit student selection criteria sheets used per grade and subject served as well as lists of screened and participating students per grade and subject served in rank order of selection based on criteria totals.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Wakefield

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4B-1: Time and Effort <p>District maintains Time and Effort records for all Title I staff, documenting time spent on Title I activities.</p> <ul style="list-style-type: none"> • Full-time staff funded solely by Title I grant sign semi-annual certifications that they have been working solely in activities supported by Title I grant for indicated period. • Split-time staff funded partly by Title I grant document time spent on Title I and other activities. Time & Effort records account for total time for which employee is compensated. • Alternatively, split time staff who maintain a consistent work schedule or work on a single cost objective may sign semi annual certifications. • Staff receiving stipends through the Title I grant document amount paid and hours worked on Title I activities. 	<p>Submitted Time and Effort records are not consistent with personnel indicated on the district's grant application budget or personnel list.</p>	<p>Submit accurate Title I personnel list and appropriate, signed Time and Effort records for all Title I funded staff in the 2016-2017 school year, including those paid stipends.</p>	<p>10/6/2017</p>

Required Action:

<input checked="" type="checkbox"/>	Yes (see below)	<input type="checkbox"/>	None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4A-1: Highly Qualified Staff All paraprofessional staff providing Title I services meet paraprofessional requirements in compliance with Title II-A requirements. Http://www.doe.mass.edu/nclb/title_ia.html	EPIMS report lists one paraprofessional in the schoolwide program as not meeting paraprofessional qualification requirements.	Ensure that all instructional paraprofessionals meet or are working toward meeting local paraprofessional requirements.	N/A

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4A-1: Highly Qualified Staff All paraprofessional staff providing Title I services meet paraprofessional requirements in compliance with Title II-A requirements. Http://www.doe.mass.edu/nclb/title_ia.html	EPIMS report lists two instructional paraprofessionals in the schoolwide program as not meeting paraprofessional qualification requirements.	Ensure that all instructional paraprofessionals meet or are working toward meeting local paraprofessional requirements.	N/A

FY17 Title I Program Review - Required Actions Following Desk Audit

Community Day Charter - Prospect

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	<p>The school parent involvement policy was not submitted. The school was able to demonstrate numerous ways that parents are involved. There was not, however, a specific parent involvement policy that is reviewed periodically after evaluating its effectiveness.</p>	<p>Submit a copy of the Title I parent/guardian involvement policy and a plan for evaluating its effectiveness.</p>	<p>10/6/2017</p>

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Opportunity & Equal Educational Access 5B-1: Non-Public School Outreach and Programming District consults with appropriate private school officials regarding services for eligible private school children.	District did not provide evidence that offers of consultation were received by private school officials at schools that eligible students attend.	Submit evidence of receipt of offers of consultation regarding FY18 program participation (2017-2018 school year) by officials at schools that eligible students attend.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Nauset

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4B-1: Time and Effort <p>District maintains Time and Effort records for all Title I staff, documenting time spent on Title I activities.</p> <ul style="list-style-type: none"> • Full-time staff funded solely by Title I grant sign semi-annual certifications that they have been working solely in activities supported by Title I grant for indicated period. • Split-time staff funded partly by Title I grant document time spent on Title I and other activities. Time & Effort records account for total time for which employee is compensated. - • Alternatively, split time staff who maintain a consistent work schedule or work on a single cost objective may sign semi annual certifications. • Staff receiving stipends through the Title I grant document amount paid and hours worked on Title I activities. 	<p>Pam Carpenter has a time and effort report, but is not on the personnel list and Robert Wilkinson is on the personnel list but there is no time and effort record for him.</p> <p>5/3/17: District submitted a revised personnel list as well as time and effort records for Robert Wilkinson.</p>	<p>Submit accurate Title I personnel list and appropriate, signed Time and Effort records for all Title I funded staff in the 2016-2017 school year, including those paid stipends.</p> <p>COMPLETE</p>	<p>October 6, 2017</p>

FY17 Title I Program Review - Required Actions Following Desk Audit

Groton-Dunstable

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	Parent involvement policy for the district was not submitted.	Submit a copy of the Title I parent/guardian involvement policy.	10/6/2017

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	The district parent involvement policy was not submitted.	Submit a copy of the Title I parent/guardian involvement policy.	10/6/2017

FY17 Title I Program Review - Required Actions Following Desk Audit

Pentucket

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	<p>The document submitted as the the district parent involvement policy does not contain all required components.</p>	<p>Submit a copy of the Title I parent/guardian involvement policy.</p>	<p>10/6/2017</p>

FY17 Title I Program Review - Required Actions Following Desk Audit

Nashoba Valley RVT

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-1: Parent/Guardian Policies <ul style="list-style-type: none"> • District creates and distributes written district parent/guardian involvement policies • Parent/guardian involvement policies describe each served school's approach, commitments, and services offered to parents of Title I students (all students, in schoolwide programs) • Policies describe specific rights of parents and what information and meaningful activities are offered to parents so that they are well prepared to participate in their children's educational growth • District updates parent/guardian involvement policies periodically after evaluating their effectiveness 	<p>The parent involvement policy does not contain all the required components. For example, the submitted policy does not mention hosting an annual meeting or offering a flexible number of meetings.</p>	<p>Submit a copy of the revised Title I parent/guardian involvement policy that contains all required components.</p>	<p>10/6/2017</p>

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Program Design & Evaluation 3D-1: Schoolwide Program Plans <p>If applicable, district develops comprehensive Schoolwide Program plans with involvement of community, individuals to be served, and relevant staff. Schoolwide plans are evaluated annually and must:</p> <ol style="list-style-type: none"> 1. Identify reform strategies, aligned with the needs assessment, that are research-based and provide opportunities for all children to meet the State's proficient or advanced levels of academic achievement; 2. Provide instruction by highly qualified teachers; 3. Offer high-quality, ongoing professional development; 4. Create strategies to attract highly qualified teachers; 5. Create strategies to increase parental involvement; 6. Develop plans to assist preschool students through the transition from early childhood programs to local elementary school programs; 7. Identify measures to include teachers in decisions regarding the use of academic assessments; 8. Conduct activities to ensure that students who experience difficulty attaining proficiency receive effective, timely, additional assistance; 9. Coordinate and integrate Federal, State and local services and programs; 10. Meet intent and purposes of each program whose funds are consolidated, if applicable. <p>Note: Schoolwide plans must indicate how schools in districts that are not reserving funds under Title I for homeless students are providing for appropriate services in schoolwide programs.</p>	A schoolwide plan was not provided.	Provide a schoolwide plan that meets all the required components. Refer to section 1114 b-d in the Elementary and Secondary Education Act law for all the required components: https://www2.ed.gov/documents/essa-act-of-1965.pdf	10/6/17
Data Collection & Management 4A-1: Highly Qualified Staff <p>All paraprofessional staff providing Title I services meet paraprofessional requirements in compliance with Title II-A requirements.</p> <p>Http://www.doe.mass.edu/nclb/title_ia.html</p>	EPIMS report lists Anna Curran as not meeting highly qualified paraprofessional qualification requirements.	Ensure that all instructional paraprofessionals meet or are working toward meeting local paraprofessional requirements.	N/A

FY17 Title I Program Review - Required Actions Following Desk Audit

Lowell Collegiate Charter

Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Data Collection & Management 4B-1: Time and Effort <p>District maintains Time and Effort records for all Title I staff, documenting time spent on Title I activities.</p> <ul style="list-style-type: none"> • Full-time staff funded solely by Title I grant sign semi-annual certifications that they have been working solely in activities supported by Title I grant for indicated period. • Split-time staff funded partly by Title I grant document time spent on Title I and other activities. Time & Effort records account for total time for which employee is compensated. • Alternatively, split time staff who maintain a consistent work schedule or work on a single cost objective may sign semi annual certifications. • Staff receiving stipends through the Title I grant document amount paid and hours worked on Title I activities. 	<p>There is a time and effort record for Marlana Williams, but she is not on the Title I personnel list. Luz Imbacuan is on the Title I personnel list, but there was no time and effort report provided.</p>	<p>Submit appropriate, signed Time and Effort records for all Title I funded staff in the 2016-2017 school year, including those paid stipends. Submit a Title I personnel list that aligns with the Time and Effort records.</p>	<p>10/6/17</p>



FY17 Title I Program Review - Required Actions Following Desk Audit

City on a Hill Charter Public School Dudley Square

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-2: School-Parent Compacts <ul style="list-style-type: none"> • District creates and distributes school-parent compacts • School-parent compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired • District updates school-parent compacts periodically after evaluating their effectiveness 	Compacts do not include a description of each party's responsibilities - it is more a list of rules that the students must follow. Submitted compacts do not have a section for the teacher/school representative to sign.	Provide a copy of the revised school-parent compact.	10/6/2017



FY17 Title I Program Review - Required Actions Following Desk Audit

City on a Hill Charter Public School New Bedford

Required Action:

✓	Yes (see below)		None at this time
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Criterion Number / Category	Finding	Required Action	Deadline for Submission of Evidence
Parent / Guardian Communications 2B-2: School-Parent Compacts <ul style="list-style-type: none"> • District creates and distributes school-parent compacts • School-parent compacts are agreements between the school (teachers) and the home (parents/guardians) that describe the responsibilities of each party, including the student, if desired • District updates school-parent compacts periodically after evaluating their effectiveness 	Compacts do not include a description of each party's responsibilities - it is more a list of rules that the students must follow. Submitted compacts do not have a section for the teacher/school representative to sign.	Provide a copy of the revised school-parent compact.	10/6/2017